

SNOHOMISH COUNTY PUBLIC FACILITIES DISTRICT
PUBLIC FACILITY DISTRICT MEETING MINUTES
LYNNWOOD CONVENTION CENTER
3711 196th Street SW, Lynnwood, WA 98036
July 24, 2014
3:00 P.M.

Board:

Boyd McPherson, District #1
Travis Snider, Chairman, District #4
Bruce Gandal, District #2

Interested Parties:

Dave Waggoner, Snohomish County Airport
Bonnie Hilory, Future of Flight
Joe McIalwain, Edmonds Center for the Arts
Tracey Morrison, Lynnwood Convention Center
Grant Dull, Lynnwood Convention Center
Rick Comeau, Comcast Arena
Gary Weikel, Comcast Arena

Staff:

Doug Ferguson, Anderson Hunter
Cristy Loveless, Snohomish County Finance Department
Laura Brown, Snohomish County Public Works

Call to Order

Travis Snider called the meeting to order at 3:01 p.m.

Public Comment

No public comments.

Approval Items

Boyd McPherson moved to approve the April 24, 2014 minutes. Bruce Gandal seconded the motion and it passed unanimously.

After review of the vouchers, Boyd McPherson moved to approve the vouchers for April, May and June, 2014 in the amount of \$517,250.79. Bruce Gandal seconded the motion and it passed unanimously.

The following vouchers/warrants are approved for payment:

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Disbursements:

Fund X10

Voucher/warrant numbers in range: 1807301 through 1807346 Total \$23,919.00

Voucher/warrant numbers in range: 1808521 through 1808911 Total \$163,578.93

Voucher/warrant numbers in range: 1812812 through 1812820 Total \$163,578.93

Voucher/warrant numbers in range: 1816323 through 1816331 Total \$163,578.93

Voucher/warrant number 5003443 & 5003639 Total \$2,595.00

Financial Report and New Business

Travis Snider presented the financial reports. Sales tax revenues were up in the second quarter of 2014 by 10.21%. Travis was surprised at the amount of variation of the growth rates in different areas, ranging from 2% to 16%. The growth rate continues to be well above the projected rate of 3.6%.

After review of the Fiscal Year 2015 budget, Boyd McPherson moved for adoption of the budget. Bruce Gandal seconded the motion and it passed unanimously.

The board is still working through a process where projects are certified to use matching dollars for the Annual Certification Letters. According to Travis, Nancy Miller and Sharyl Raines are checking on what's a legitimate match, but Sharyl thinks there should be no problem with match and that there are plenty of matching dollars for each of the projects.

Representatives from Everett PFD, Edmonds PFD, and Future of Flight recently gave reports to the County Council; Lynnwood PFD provided written materials. Council has questions that will need to be addressed at a later date.

The board is still working on the administrative services agreement. Travis Snider and Doug Ferguson have a meeting with representatives from the county to work through a few issues, primarily about open records. This will be on the agenda for approval at the October meeting.

Project Financial Updates

Edmonds Center for the Arts – Joe McIlwain

- Had a lot of incredible growth in ticket sales, attendance, and contributions
- Challenges that we face include a facility that continues to need repair in a scenario where we don't have any capital reserves and we don't have any ability to earn revenue over and above our expenses on the operation side to reinvest in any meaningful way in the building
- Trends are showing a reduction annually in what we have to borrow, but it's still in the \$180,000 range, so that adds significantly to the balance due to the city of Edmonds
- Season subscriptions and packages have been on sale since May – 5+ show package and new 8+ show package (replaces 12+ which not many people bought); encouraged 5

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show package subscribers to increase up to 8 show package; went from six or seven 12 show packages to over forty 8 show packages

- ECA annual auction/gala is happening Saturday, September 27th; \$800,000 a year private investment to make our operation run, don't have a subsidy from any source publically to help with operations so we rely on private contributions and community support

Comcast Arena – Rick Comeau

- Gross ticket revenue is up slightly over last year, direct event income is behind about \$23,000 where we were last year
- Trying to cut back on expenses due to decrease in revenues
- Currently sitting at an income of \$41,000 on our operating side
- Silvertips announced their 2014-15 schedule, and 27 of 36 home games will be played weekends, which is great for both them and us
- Working on putting a bid package together for the 2016 Pacific Rim Gymnastic championships; hosted the event in 2012, brought a lot of people into the community
- Completed RFP process for doing LED lighting replacement in main bowl; getting a good sized rebate from Snohomish County PUD
- Record 17 graduations from June 6-16th, just under 57,000 people through the building for graduations
- Install antenna system in building to enhance cellular service, companies would pay Boingville for use of that network, Boingville would give us revenue out of that; good source of revenue without having to do anything – provide space to set up network, provide access to maintain network
- Everett Youth Hockey schedule for 2014-15 season, tournament program trying to get out of town teams to come in on weekend for tournaments, trying to schedule 7-8 teams compared to 4 last year; trying to bring more people in on weekends with hotel stays, restaurant patronage, etc.
- Marketing our facility as place to play in Seattle market if you're expecting to bring in 8,000 fans or less; small intimate setting is an advantage

Future of Flight – Dave Waggoner and Bonnie Hilory

- Completed office expansion, got new furniture, upgraded computer system
- Developing plans to increase number of parking stalls by 100-150, paving north end of lot
- Putting in electric gates to make access onto ramp easier, putting in a new access road across grass near ramp which allows us easier access for large trucks
- Number of people coming to Future of Flight up 14%; should break 270,000 this year
- Adding a new tour with Boeing that will be just for students in grades 5-8, working title is "Boeing Career Tour"
- Creating new student entrance into facility
- Creating four programs that will be aligned to STEM (Science Technology Engineering Arts and Math), developing education guide for teachers to be able to do better planning
- Finished in house reorg; new job descriptions, new roles, new clarification

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- One company with one mission; aviation center Boeing tour is our strongest product, but we also do private events, education programs, philanthropy and fundraising
 - New membership program – educator, student, adult and family memberships – events centered around engaging people and getting to know the airport community

Lynnwood Convention Center – Tracey Morrison and Grant Dull

- Have had almost 230 events in the last 6 months, 18,000 more people in the building than anticipated
- Currently have a church group that comes in every week, almost 1000 of them every Sunday; typically a day we weren't open, so that's been working out really well
- Currently our gross income is \$1.7 million, about \$153,000 better than budget; bottom line we've made \$223,000 when we're supposed to be flush right now
- Working on our budget for next year, at the point where we will exceed \$3 million in revenue probably every year which is a big leap for us
- All of our Saturdays are taken up with different auctions and galas, so it's getting harder to get people in
- Plans to refinance our debt in September or October – save about \$250,000 in annual debt payment; City of Lynnwood will pick up about \$2.5 million in debt capacity
- Long term need that we have is a parking garage

Open Public Meetings Act Training

- A governing body must conduct their meetings and business open to the public
- A meeting is defined as any meeting where action is taken that involves a quorum; it's the transaction of official business of a public agency including, but not limited to, receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations, and final actions
- If a special meeting is conducted, you must give notice and tell what business you're going to transact at least 24 hours beforehand to any media agency (newspaper, radio station, etc.) that has a request for notification on file
- If you violate the open meetings act, any action taken is null and void; any member of a board who knowingly participates in a meeting that violates the act is personally liable for a \$100 fine, and the agency may be liable to the person who prevails for their attorney's fees
- Final action cannot be taken in an executive session and there is no requirement to keep minutes for an executive session
- It is possible to conduct a meeting by email, so long as it involves a quorum of the board
- There are multiple ways of giving historical orientation to new board members without violating the public meetings act: call a special meeting, giving notice 24 hours in advance; have an executive session; add it as an agenda item to one of the quarterly meetings


Travis adjourned the meeting at 5:22 p.m.

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The October 23, 2014 meeting will be at the Edmonds Center for the Arts.


Chairperson Signature


Date